Ch 3, Data Analytics: Drawing Conclusions, Part 2

# Project Management, p 134- 144

1. **What is project management?**

Project management is the process of planning, organising and monitoring a project in order for it to be completed on time and within budget.

1. **What is the role of a Gantt chart?**

A Gantt chart is a graphic timeline that lists all tasks in a project, organises the tasks in order, shows which tasks must wait for other tasks to finish before they begin, allocates people and resources to tasks and tracks the progress of tasks and the entire project.

# Key Concepts, p 135

1. **What is a milestone?**

A milestone represents the achievement of a significant stage in a project and has zero-time duration.

1. **What is its purpose?**

Its purpose is to represent the achievement of a significant stage in a project.

1. **Explain the nature of dependencies.**

Tasks are interdependent, meaning that they must be completed in a particular order. The commencement of some tasks depends directly on the task that is completed below.

# Processes

1. **Outline the nature of the following processes in project management:**
   1. **Task identification**

The nature of task identification is primarily identifying the tasks and putting them in order and sequence.

* 1. **Sequencing**
     1. **What is a predecessor and a successor?**

Tasks that must be completed before another task can begin are called predecessors. The dependent tasks are the successors.

* + 1. **What is slack time?**

The length of time that a task runs overtime before it affects other tasks is called slack time.

* 1. **Time allocation resources**
     1. **What is a project’s critical path?**

A projects critical path is the sequence of tasks from the beginning to the end, which:

* Contains no slack time, therefore any delay in a task on the critical path will affect the ending date of the project.
* Is the longest duration
* Is the minimum possible time in which all of the projects tasks can be completed

# Documentation using Gantt charts, p 138

1. **What is a contingency?**

A contingency plan is a backup plan in case something goes wrong through the duration of the project.